

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006164, State: MO, Program Year: 2015)**

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

Provide a description of the definition of income used to determine eligibility

The State has set income guidelines at 200% of federal poverty level to comply with the federal WAP regulations. The annual revision of poverty income guidelines are published in the Federal Register in February or March. The State will inform each Subgrantee as the revisions are made available.

Describe what household Eligibility basis will be used in the Program

All household income for a minimum of three calendar months prior to the date of the application must be recorded by the subgrantee to verify the income eligibility. Income documentation is required for all wage earners who reside in the home. If an individual adult (over the age of 19) claims no income, a written statement declaring such, which is signed by that individual, is sufficient documentation and must be kept in the client file as well as uploaded to MoWAP. If no one in the home claims any income, a notarized zero-income form must be completed and signed by the applicant.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

As instructed by DOE, Missouri will follow guidance provided by the U.S Department of Health and Human Services (HHS) under the Low Income Home Energy Assistance Program (LIHEAP) to ensure that "Qualified Aliens" are eligible for weatherization benefits.

"Qualified Aliens" are defined in section 431 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), commonly known as the welfare reform law. The Act covers the larger groups of legal immigrants (legal permanent residents, refugees, asylees, individuals paroled into the U.S. for a period of at least 1 year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse). Qualified aliens are eligible to receive assistance and services under the LIWAP program so long as they meet other LIWAP program requirements.

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit. All household income must be calculated per DOE requirements, and income and home ownership documented.

Describe Reweathering compliance

According to federal regulations, homes previously weatherized between September 30, 1975, and September 30, 1994 are eligible to be re-weatherized. Any home completed after September 30, 1994, is not eligible to be re-weatherized with federal funds.

Describe what structures are eligible for weatherization

1. Single Family: Single-family rental or owner-occupied units will remain the priority for weatherizing because multi-family units tend to not consume as much energy per family as single-family units.
2. Multi Family: Multi-family dwellings that receive WAP services must use the following guidance:
  - a) Single-family unit cost limitations apply;
  - b) Total cost may not exceed the maximum cost allowance multiplied by the total number of eligible units.

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3. Shelters: A shelter is defined in 10 CFR Part 440.3 as a dwelling unit or units whose principal purpose is to house, on a temporary basis, individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities. Subgrantees are authorized to weatherize shelters for the homeless, group homes or homes providing transitional living if the buildings are owned or rented by a not-for-profit agency and are used exclusively to provide temporary living quarters for the homeless, battered women or other WAP-eligible people as defined under 10 CFR Part 440.3.

**State Historic Preservation Officer (SHPO) Programmatic Agreement**

Section 106 of the National Historic Preservation Act of 1966 stipulates that all federally funded projects be reviewed to take into account the effect the proposed project will have on any property that is included in, or eligible for inclusion in the National Register of Historic Places. In order to comply with Section 106, DED/DE has signed an Interagency Agreement with the Missouri State Historic Preservation Office ("SHPO") (See Attachment 6.1 in the Missouri Technical Manual). This policy addresses operational changes to the Low-Income Weatherization Assistance Program that resulted from the agreement. Subgrantees are responsible for compliance with 36 CFR 800. Subgrantees may request advice, counsel or assistance from the State Historic Preservation Office or Division of Energy.

Describe how Rental Units/Multifamily Buildings will be addressed

The Missouri Department of Economic Development Division of Energy (DED/DE) permits rental units to be weatherized using special considerations. When work is performed on any type of rental unit, DED/DE recognizes a potential for owners to receive undue enhancement benefits. A building containing rental units may be weatherized if it is in compliance with income criteria and:

a) The subgrantee has written permission from the owner or his agent.

b) Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building:

1) are eligible dwelling units;

2) will become eligible dwelling units within 180 days under a local government, state, or federal program for rehabilitating a building, or making similar improvements, to the building.

In the Final Rule, published in the Friday, December 8, 2000, Federal Register/Vol. 65, No. 237, DOE offered flexibility by adding certain eligible types of large multi-family buildings to the list of dwellings that are exempt from the requirement that at least 66 percent of the units must be occupied by income eligible persons. In these large multi-family buildings, as few as 50 percent of the units, would have to be certified as eligible before Weatherization can be offered. This exception would apply only to those large multi-family buildings where an investment of DOE funds would result in a significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell. By providing this flexibility, local agencies will be better able to select the most cost effective investments and enhance their partnership efforts in attracting leveraged funds and/or landlord contributions. This flexibility does not apply to any other type of multifamily unit.

The DED/DE recognizes a potential for owners to receive undue enhancement benefits. Landlords must provide a minimum of a five percent (5%) cash contribution of estimated labor and material project costs before weatherization work can begin on a home. The requirement that the owner/landlord provide a minimum of a five percent (5%) cash contribution to the project will be waived if the owner/landlord's annual taxable income is at or below two hundred percent (200%) of the federal poverty level. Definition, verification, and documentation of owner/landlord income will follow the same guidelines as client income definition, verification, and documentation.

The amount of contribution above the minimum required five percent (5%) cash contribution is left to the judgment of the subgrantee. However, for multi-family structures with five or more units, the State has determined the owner/landlord will be required to contribute a minimum of a twenty-five percent (25%) of the weatherization project cost.

Undue enhancement is any work performed on a dwelling that cannot be expected to directly result in energy savings or the preservation of agency-installed work related to energy savings. Rental units are not eligible to receive furnace, refrigerator, water heater or air conditioner replacements as this has been determined to be undue enhancement. Subgrantees should only perform weatherization work that is based on the use of NEAT or MHEA weatherization measures, as well as limiting repairs to the definition of incidental repairs.

Describe the deferral Process

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There are some situations in which a subgrantee should not or may choose not to weatherize an otherwise eligible unit. In order to deal with these situations each subgrantee must develop a policy which, when implemented, allows weatherization staff to defer from conditions or circumstances that may be hazardous to their health and safety or that of the client.

In the event a subgrantee cannot or chooses not to weatherize a dwelling unit they must notify the client and owner/authorized agent in writing. The notification needs to be signed by the client and a copy of the signed notification shall be provided to the client and a copy kept in the client file. The notification needs to include the following items:

- a) The nature and extent of the problem(s) and how the problem(s) relate to the determination to not weatherize the unit;
- b) Any corrective action required before weatherization services can be initiated;
- c) A time limit for correcting problems so that weatherization services may be rescheduled;
- d) The right of appeal; and
- e) All correspondence justifying the decision to defer must be kept in the client file.

A subgrantee may defer or withhold weatherization services under the following conditions:

- a) A dwelling unit is vacant;
- b) A dwelling unit is for sale or in foreclosure;
- c) A dwelling unit is scheduled for demolition;
- d) A dwelling unit is found to have serious structural problems that would make weatherization impossible or impractical;
- e) A dwelling unit is deemed by the auditor to pose a threat to the health or safety of the crew, subcontractor or client;
- f) A mobile home is improperly installed (for example, inadequate supports);
- g) A dwelling unit is uninhabitable (for example, such as a burned out apartment);
- h) When there are minor children in the dwelling but no adult client or adult agent of the client, subgrantee personnel must not enter the dwelling;
- i) An adult client or adult agent of the client need not be present if the estimator or crew foreman feels satisfied with a signed note from an adult client or adult agent of the client stating their permission to enter the dwelling occupied by the minor children;
- j) The client is uncooperative with the weatherization subgrantee, either in demanding that certain work be done and refusing higher priority work which is needed, or by being abusive to the work crew or subcontractor, or by being unreasonable in allowing access to the unit, every attempt should be made to explain the program and the benefits of the work. If this fails, work should be suspended and the State Weatherization Office consulted;
- k) Obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization. The subgrantee must resolve these discrepancies before weatherization work can continue;
- l) If, at any time prior to the beginning of work (materials installed in a unit), the subgrantee determines that the client is no longer eligible or subgrantee personal believe that circumstances may have changed, the unit shall not be weatherized until updated information can be obtained from the client;
- m) There are rats, bats, roaches, reptiles, insects, animals or other vermin that are inappropriately or not properly contained on the premises;
- n) There are health or safety hazards that must be corrected before weatherization services may begin including, but not limited to:

- (1) The presence of animal feces and/or other excrement,
- (2) Disconnected waste water pipes,
- (3) Hazardous electrical wiring, or
- (4) Unvented combustion appliances as a primary heat source

- o) There are illegal drugs or illegal activities occurring on the premises;
- p) The client or owner is physically or verbally abusive to subgrantee personnel;
- q) The dwelling unit or parts thereof are being remodeled and weatherization work is not coordinated with a housing rehabilitation program;
- r) The eligible household moves from the dwelling unit where weatherization activities and services are in progress. In such a case, the subgrantee must determine whether to complete the work and the circumstances must be documented in the client file.
- s) There are unusual situations, which in the judgment of the subgrantee staff, must be corrected before proceeding with weatherization:

- (1) No utility hookups (It is apparent that utilities have been shut off),
- (2) Lack of cooperation from client, or
- (3) Dwelling units undergoing remodeling, or which have untreated areas that directly affect the weatherization process, shall not be weatherized.

- t) If for any reason a worst-case draft test cannot be done in a dwelling requiring a worst-case draft;
- u) If weatherization work is to be completed on a dwelling unit with an unvented gas- and/or liquid-fueled space heater as the primary heat source;
- v) If a client has no fuel or electric at the time of the initial audit the subgrantee must defer the home until all necessary combustion safety tests and a blower door test can be performed.

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**V.1.3 Definition of Children**

Definition of children (below age): **19**

**V.1.4 Approach to Tribal Organizations**

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Subgrantees will provide assistance to low-income Native Americans and other low-income persons on an equal basis.

**V.2 Selection of Areas to Be Served**

Services will be offered throughout the state of Missouri. Current service areas are based on the geographic boundaries of the State's Community Action Agencies (CAAs). The DED/DE administers federal funds to 18 regional Community Action Agencies, and one not-for profit organization.

**V.3 Priorities for Service Delivery**

Priority will be given to low-income elderly, persons with disabilities, and families with children. High Energy User and High Energy Burden are allowed criteria, but not mandatory. If a subgrantee chooses to use High Energy User or High Energy Burden as a priority criterion, they will be required to report this information to DED/DE. The DED/DE will report all subgrantee High Energy User and High Energy Burden information to DOE on the quarterly program report. The Missouri Low-Income Weatherization Assistance Program Operations Manual details client selection criteria including program priorities.

**V.4 Climatic Conditions**

See Attachment

**V.5 Type of Weatherization Work to Be Done**

**V.5.1 Technical Guides and Materials**

The state is committed to providing quality weatherization service on each client's home. With limited funds available, it is very important that funds be used to provide services which will result in the greatest savings per dollar. The state believes it is essential to use a process that correctly identifies energy conservation measures (ECMs) that provide the greatest chance to reduce energy consumption, maximize savings, and increase client comfort. It is also important that the selection of ECMs does not compromise the health and safety of the client. All subgrantee agreements and vendor contracts, active in Program Year 2015 and beyond, will contain language which documents the Standard Work Specifications for work quality outlined in QPN 15-4, Section 2. All work being performed in Program Year 2015 and beyond will be in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A, as outlined in the DED/DE program operation manuals outline.

Types of work that may be done include:

- Air leakage reduction
- Attic insulation
- Wall insulation
- Foundation and floor insulation

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- Duct insulation
- Heating system clean and tunes, repairs, and replacements
- Health and safety
- Lighting retrofits
- Hot water heaters
- Air Condition (window unit and central air unit)
- Low-Cost/No-Cost Activities
  - An eligible unit may be weatherized from funds designated by the grantee for carrying out low-cost/no-cost weatherization activities provided:
    - Inexpensive weatherization materials are used, such as water flow controllers, furnace or cooling filters or items which are considered to be cost effective, but are unable to be cost justified using the approved computerized audit.
    - No labor will be paid with WAP funds to install the low-cost/no-cost materials.
  - A maximum of 10 percent of the amount allocated to the subgrantee, not to exceed \$50 in material cost per dwelling unit, may be expended to carry out low-cost/no-cost weatherization activities.
- Refrigerator Replacement
  - Only new refrigerators and refrigerator/freezers can be installed in weatherized housing. Replacements are limited to owner-occupied units. Replacement due to inefficiency must result in a savings to investment ratio of 1.0 or greater. All refrigerator replacements must follow DOE WPN 00-5.

DED/DE uses the following documents for both grantee and subgrantee for program guidance:

- State of Missouri Weatherization Program Procedural Operational Manual (issued 09/25/2014, updated 3/16/2015), [http://energy.mo.gov/energy/consumers/assistance-programs/low-income-weatherization-assistance-program-\(liwap\)](http://energy.mo.gov/energy/consumers/assistance-programs/low-income-weatherization-assistance-program-(liwap));
- State of Missouri Weatherization Program Technical Operational Manual (issued 9/24/2014, updated 4/1/2015), [http://energy.mo.gov/energy/weatherization\\_documents/WAPTechnical%20Ops%20Manual%20Attachments%20\(Oct%202014\)%20Final.pdf](http://energy.mo.gov/energy/weatherization_documents/WAPTechnical%20Ops%20Manual%20Attachments%20(Oct%202014)%20Final.pdf)
- Missouri Weatherization Field Guide (issued 9/24/2014); [http://wxfieldguide.com/mo/MOWxFG\\_033115\\_Web.pdf](http://wxfieldguide.com/mo/MOWxFG_033115_Web.pdf)
- EPA's Renovate Right and Lead-Safe Certified Guide to Renovate Right, <http://www2.epa.gov/lead>;
- A brief Guide to Mold and Moisture and Your Home, <http://www.epa.gov/mold/pdfs/moldguide.pdf>;
- DOE Standard Work Specification Tool, <https://sws.nrel.gov/>.
- DED/DE also provides a quarterly Technical News Letter to all subgrantees.

Distribution of field guides, operation manuals and standard work specifications to all subgrantees for all staff and contractors was done in September 2014 and additional copies are made available upon request. The grantee will ensure that materials are received by the appropriate parties as a part of in progress visits during technical monitoring.

All subgrantee agreements and vendor contracts, active in Program Year 2015 and beyond, will contain language which documents the Standard Work Specifications for work quality outlined in QPN 15-4, Section 2, as outlined in the Missouri Weatherization Program Operational Manual. All work being performed in Program Year 2015 and beyond is in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A.

#### **V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** See Comments

**Manufactured Housing :** See Comments

**Multi-Family :** See Comments

Comments

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**Single Family:**

The NEAT audit was approved and used statewide since July 1, 1994. The NEAT audit was re-approved December 10, 2003. Audit material was submitted in PY 2008 for validation. DED/DE received DOE audit approval in May 2010. The DED/DE application for re-validation of the NEAT program for single family homes was submitted on March 31, 2015.

**Manufactured Housing:**

A site specific energy audit will be performed on each mobile home using the MHEA. Audit material was submitted during PY2008 for validation. DED/DE received DOE audit approval in May 2010. The DED/DE application for re-validation of the MHEA program for manufactured housing was submitted on March 31, 2015.

**Multi-Family:**

Multi-family buildings of 2 to 4 units will be weatherized using the NEAT audit. Multi-family buildings of 5 units or greater will be audited as described in the V.5.2 Comments.

**Comments:**

The energy audit procedures currently used in the Missouri WAP are of a comprehensive, holistic nature consisting of common sense, advanced diagnostic and assessment techniques, interior and exterior visual inspections, client interviews, and data collection. Additionally, the audit procedures employ the use of a computerized audit program as a tool to aid in selecting the most cost-effective measures.

The state has adopted the National Energy Audit Tool (NEAT) and the Manufactured Home Energy Audit (MHEA) developed by Oak Ridge National Laboratory (ORNL). The state began phasing in the NEAT audit on July 1, 1993. NEAT was used on a statewide basis beginning July 1, 1994 and the state began implementation of MHEA on July 1, 2008. Subgrantees need to update their NEAT and MHEA audits with the most recent version at the start of each program year. Subgrantees will also need to update their fuel costs and other applicable costs in the audits. Further changes to MHEA will be implemented periodically according to a planned maintenance/update schedule similar to that followed by NEAT on the past few years.

Audit material was submitted during PY2008 for validation. DED/DE received DOE audit approval in May 2010. DED/DE submitted an application for the re-verification of NEAT/MHEA computerized audit program on March 31, 2015.

Approximately 10 percent of units weatherized in Missouri are multi-family units. Multi-family buildings of 2 to 4 units will be weatherized using the NEAT audit. Multi-family buildings of 5 to 25 units that are individually heated and cooled will be weatherized using the NEAT audit. Multi-family buildings of greater than 25 units or buildings with 5 or more units that are not individually heated and cooled will be required to audit the building using a DOE and DED/DE approved multi-family audit assessment (TREAT, EA-QUIP or an engineering assessment). All multi-family buildings audited using a DOE and DED/DE approved multi-family audit assessment or an engineering assessment must be submitted to DOE and DED/DE for approval prior to work commencing.

**V.5.3 Final Inspection**

No dwelling unit may be reported to DOE as completed until all weatherization measures have been installed according to the work plan, or as documented in a change order request, and the subgrantee, or its authorized representative, has conducted a final inspection and certified that the work has been completed in a professional manner in accord with WAP work standards, Standard Work Specifications, and in accordance with the priority determined in 10 CFR 440. In addition, DED/DE also requires that all invoices associated with a dwelling unit have been received by the subgrantee. Units with estimated expenses will not be reimbursed.

As of July 1, 2015 all homes will have a final inspection performed by a certified Quality Control Inspector (QCI). Missouri will validate the QCI credentials of each person performing a QCI inspection. The QCI will include an assessment of the original audit and confirm that the measures called for on the work order were appropriate and in accordance with Missouri and approved protocols, as given in the Master File V.5.1: Technical Guides and Materials. The Missouri QCI Policy will be the DOE Prescribed QCI policy as described in WPN 15-4 Section 3, using both the Independent QCI and Independent Auditor/QCI.

To ensure sufficient number of certified Quality Control Inspectors, Missouri provided QCI training to subgrantees by Southface Energy Institute, an IREC Accredited Program, in spring 2014. All subgrantees without a certified QCI on staff by May 1, 2015 must provide an Action Plan to the grantee detailing how the subgrantee will ensure that all final inspections are performed by a certified QCI.

Missouri will perform monitoring on the QCI to ensure units are being inspected to standards adopted by the state and consistent with the Standard Work



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Specifications (SWS). The inspection forms that will be used by grantee monitors to ensure that work is completed in accordance with WPN 15-4 Section 1 are attached [Quality Assurance Checklist Form.pdf]. If it is determined that subgrantee QCI process is inadequate the procedures as outlined in the Master File V.8.3 will be followed.

#### **V.6 Weatherization Analysis of Effectiveness**

The "DED General Terms and Conditions for Federal Subgrants", subgrant Scope of Services, and Subgrant Assistance Agreement detail criteria deemed necessary for a Subgrantee to be considered in contract compliance with the State. Performance evaluations will be conducted throughout the grant period.

DED/DE evaluates subgrantee agencies to determine actual homes weatherized versus planned goals. Expenditures are reviewed to ensure a proper rate of grant expenditure. The reviews also evaluate both housing quality and procedural monitoring findings from on-site visits. In addition, the DED/DE will evaluate each subgrantee to help ensure that WAP funds are being used efficiently and effectively to serve the public.

NOTE: Subgrantee allocations, as shown on page one of the Annual File, include estimated carryover funds from PY2013. The actual carryover may vary based on actual, subgrantee expenditures through June 30, 2014.

If production and/or expenditures are deemed insufficient, DED/DE may recapture and redistribute funds to other, high performing subgrantees. The DED/DE will offer assistance, as resources allow, to help subgrantees increase production to successful performance levels. This assistance may include special technical or administrative training for subgrantee staff.

In the effort to help subgrantee production and expenditure rates, DED/DE has provided additional hands-on training and developed a web page listing WAP technical training courses available from vendors throughout the state. DED/DE technical staff continues to train subgrantee personnel to more fully and correctly weatherize homes.

The Missouri Low-Income Weatherization Assistance Program Operations Manual details terms for probation and procedures to terminate a weatherization subgrantee.

A monitoring tool has been developed and used to evaluate technical error rates after monitoring visits and to evaluate compliance. This monitoring tool remains under constant review for effectiveness.

#### **V.7 Health and Safety**

See Attachment

#### **V.8 Program Management**

##### **V.8.1 Overview and Organization**

The DED/DE administers the federal Low-Income Weatherization Assistance Program (LIWAP) statewide in Missouri. The DED/DE is organized into sections to provide measurable public benefit services to the citizens of the State of Missouri and that also contribute greatly to the LIWAP program. The LIWAP section contains the program management and technical staff. The program manager and other staff in the LIWAP section are responsible for the day-to-day operation of the LIWAP program including procedural and financial monitoring and technical monitoring of weatherized homes. The staff reviews and implements guidance and regulations regarding the LIWAP program. The technical staff is also responsible for performing housing inspections and providing technical assistance to the subgrantees. In addition, contract monitoring staff may be used as necessary. The Policy and Analysis section intervenes in utility rate cases to leverage more funding for LIWAP. The financial unit provides financial assistance in completion of the application for funding, subgrant assistance agreements, invoice processing, data collection and reporting, and assisting with procedural and financial monitoring.

Energy costs consume a far greater percentage of income in low-income households. In 2010, weatherized homes nationally saved \$2.1 billion. At current prices, home energy savings average \$437 each year. This allows low-income households to have more affordable energy bills and makes available more money for food, medicine, transportation and other necessities.

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The LIWAP reduces energy consumption and utility bills, keeps money in the local economy, has a positive impact on the household's promptness of utility payments and arrearages and reduces environmental pollution.

LIWAP Goals:

- Effective management of state and federal weatherization funds.
- Continuation of improved weatherization services. Increased energy-efficient housing, long-term reduction in utility bills and the comfort and safety of those served.
- Close working relationships with local weatherization agencies and others that are engaged in delivery of services to citizens of the State of Missouri.

#### **V.8.2 Administrative Expenditure Limits**

Each program year, DED/DE allocates at least five percent (5%) of new funding to be allocated as administrative funds to the WAP agencies. Subgrantees are asked to submit budgets that reflect what they plan to spend in the upcoming year with supporting documentation. DED/DE reviews each subgrantee budget and will approve budgets that have justified WAP costs. DED/DE then uses the approved subgrantee budgets to determine state-wide budget categories. Per DOE guidelines, the State may authorize additional administrative funds up to 5% of an agency's budget for Subgrantees with less than \$350,000 of allocation of federal WAP funds. To request this higher amount, a Subgrantee must document a need for additional administrative funds for WAP-related issues and obtain prior approval from DED/DE. These costs will be monitored by the DED/DE.

#### **V.8.3 Monitoring Activities**

See Attachment

#### **V.8.4 Training and Technical Assistance Approach and Activities**

The goals of the Missouri Low-Income Weatherization Assistance Program are to provide effective management of federal, state and local funding; continuation of improved weatherization services, increased energy efficient housing, long-term reduction in utility bills and comfort and safety of those served.

Training and Technical Assistance is an essential strategy to meet the goals of the Missouri Low-Income Weatherization Assistance Program. The following details training activities:

##### **A. Assessment of Training Needs for Local Weatherization Agencies:**

Monitoring oversight and agency reporting are indicators of local agency productivity and quality of weatherization retrofit. Training needs are identified through this monitoring oversight and addressed when needed. Additionally, training needs will be identified as needed to reflect feedback from DOE Project Office monitoring visits, internal state audits, Inspector General reports, etc.

Personnel inventories and surveys are used to determine the type of training required and the best means of providing instruction. Inventory and analysis of agency personnel, equipment, advanced technologies and protocols are used to determine the status of each agency's efforts in implementing new technologies; identifying agencies that are available to assist others in implementing new or advanced technologies.

Training and Technical Assistance meetings are held quarterly with the weatherization director's Energy Housing Professional Alliance group. The Technical Work Group Committee meets as needed to discuss updates and changes needed to stay current with policy. Regional technical trainings are provided by DED/DE when needed due to programmatic changes, health and safety implementation or if other training needs are identified on a statewide level.

Subgrantees and contractors will be checked at least annually for compliance with certification requirements such as QCI (after July 1, 2015), BPI, Lead Safe, OSHA 10 (required within 60 days of hire for crew members), and Weatherization Related Mold and Mildew training. Credentials are tracked by DED/DE by staffing updates being reported to DED/DE. The worksite will be checked for compliance with required health and safety equipment, personal protection gear, and reference materials. Training will be targeted to ensure necessary fulfillment and maintenance of the credentials and the implementation of DOE and DED/DE standards.

Beginning July 1, 2015, Missouri will comply with the Tier 1 training that meets the requirements of WPN 15-4 Section 4.



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**B. Productivity of Agencies and Development of T&TA Activities and Priorities:**

Monitoring oversight and agency reporting are indicators of local agency productivity and quality of weatherization retrofit. Advanced energy audit procedures (NEAT) are used for single-family dwelling units and (MHEA) are used for mobile home dwelling units. Advanced energy audits approved by the U.S. DOE and the DED/DE are used for multi-family dwelling units. A minimum savings-to-investment ratio of 1.0 is used as a threshold for the application of weatherization measures.

Although DED/DE does not compare the effectiveness and energy savings achieved between subgrantees (each subgrantee has a different housing stock and Missouri ranges between two different climate zones which makes it difficult to compare the effectiveness and energy savings between subgrantees) DED/DE does however track the subgrantees target infiltration reduction compared to the actual infiltration reduction. DE staff then provides training for those subgrantees with significant discrepancies between the target and actual reductions.

Inventory and analysis of agency personnel, equipment, advanced technologies and protocols are used in a variety of ways including:

- Determining the status of each agency's efforts in implementing new technologies
- Identifying agencies that are available to assist others in implementing new or advanced technologies
- Development of priorities within annual training plans.

**C. Anticipated T&TA Activities:**

To comply with the Tier I training requirements of WPN 15-4 Section 4, Missouri has released a RFP to obtain training from a DOE approved accredited organization for the NREL JTAs (Quality Control Inspector, Energy Auditor, Crew Leader, Retrofit Installer). Missouri intends to have two trainings per year pertaining to the NREL JTAs. The focus of the training will be tailored to the needs of the subgrantees by determination as described earlier in V.8.4.

To comply with the Tier II training requirements of WPN 15-4 Section 4 and implementation of the health and safety plan, Missouri anticipates providing a statewide training in PY15 that will coincide with the update of the Missouri Weatherization Operations Manual. Additional regional trainings are anticipated for subgrantee technical staff and on-site technical and procedural training as needed. All subgrantees are highly encouraged to attend the DED/DE provided trainings. If subgrantees do not attend the DED/DE trainings, on-site trainings will be conducted as needed.

Anticipated DED/DE staff training includes the DOE National Weatherization Conference and the NASCSP National Conference. Additional training for DED/DE staff will be determined on an as needed basis.

**D. Client Education:**

Client education is an effective method of improving the impact of weatherization measures. These efforts include fact sheets, brochures, the state DED/DE WAP website, and one-on-one communication. Subgrantees play a vital role in expanding client education activities at the local level. Local activities include client workshops, providing Energy Saver Booklets, client interviews and instruction when auditing and final inspecting the home, the explanation of information found in the Lead and Mold EPA pamphlets, local newspaper articles, and radio and television spots.

**V.9 Energy Crisis and Disaster Plan**

**Disaster Plan:**

Declaration of a disaster for WAP purposes is determined by a Presidential or Gubernatorial order declaring either a Federal or State emergency. It may be the result of natural or man-made factors. The DED/DE Weatherization Assistance Program, through its subgrantee network, will assist state and community authorities in normalizing areas affected by a disaster by providing WAP resources, in a limited capacity, to assist Missouri low-income citizens in recovering and rebuilding after the disaster. As per DOE Weatherization Program Notice 12-07, the use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials. The Weatherization Program will adhere to the following guidelines when responding to any disasters in which the low-income population has been affected. These guidelines are intended to maximize the assistance we are able to provide while protecting the limited resources of the program.

Disaster-mitigation planning activities shall be implemented as soon as practical after the declaration of a disaster. A WAP subgrantee shall not commit WAP resources (labor or financial) until it receives approval from the DED/DE.

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Any additional disaster-related funds will be allocated based on the extent of the disaster in each subgrantee area. Funds must supplement, not supplant, other funds available for disaster assistance. All funds received by the client to cover damages must be considered prior to the allocation of WAP resources. Attachment 2-2, the Disaster Certification form located in the Missouri Weatherization Program Operational Manual, should be completed for each client requesting disaster assistance.

Safety measures, such as levees or other protections, should be in place prior to mitigation activities. Agency staff should consult with local utilities to ensure electric, gas and sewer hazards have been corrected or repaired.

**A. Allowable Disaster Activities**

Allowable expenditures under WAP include:

- 1) The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective and,
- 2) The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d)(9); 10 CFR 440.18(d)(15)). To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. Please note that the \$6,904 per dwelling unit limit continues to apply.

NOTE: Permissible re-weatherization as per DOE guidelines state: In the event of a declared Federal or State disaster, weatherization crews may return to a unit reported as a completion to DOE that has been "damaged by fire, flood or act of God to be re-weatherized, without regard to date of weatherization". 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if the damage to the materials is not covered by insurance or other form of compensation.

- 3) Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response. Using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.

- 4) Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE Financial Assistance Regulations 10 CFR Part 600.

The following ECM priority list is recommended for Weatherization eligible disaster homes:

Labor for gutting damaged components of the house and debris clean up

Primary heating system replacement and repair (including ductwork repair; replacement, cleaning and sealing of all joints; and venting, flue and chimney replacement, repair and cleaning)

Domestic water heaters (venting and flues included)

Window and door repair and/or replacement

Air sealing (basic infiltration and exfiltration work)

Attic insulation and ceiling coverage

Wall insulation

Restoration of electrical power (from electrical meter into the house)

Increased incidental and repair costs (DOE approval must be given for any increase in costs)

Specific procedures to weatherize mobile homes under the disaster provisions which are found in Attachment 2-3, Procedures for Weatherizing Flood-Damaged Mobile Homes, in the Missouri Weatherization Program Operational Manual.

**B. Eligibility Requirements**

WAP subgrantees must ensure that applicants for disaster assistance

- 1) Meet the current eligibility requirements,
- 2) Are located within the designated disaster area and

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3) Have been directly affected by the disaster. Homes located in a FEMA-sanctioned area are not eligible for assistance.

Applicant homes must be certified as habitable, and a disaster certification form must be completed, signed and retained in the client file. The owner of a rental unit must list the property with Section 8 or provide other proof that the unit will remain exclusively for the low-income. The normal landlord cash contribution will be required.

Client income eligibility may be based on one month's income if all other income documentation was lost in the disaster. WAP rules require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10 CFR 440.16(b)). However, it would be permissible to consider households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster. Eligible disaster victims needing heating system or water heater repair or replacements will be served first.

Disaster-damaged homes may be re-weatherized without regard to the initial date of weatherization if the damage is not covered by insurance or other form of compensation. Victims may receive repair or replacement to domestic hot water heaters as a health-and-safety measure. If the sum of work performed to the home exceeds the DOE average expenditure per home limits, approval must be given by the state.

**C. Equipment Procurement**

All purchased items should meet minimum energy-efficiency ratings as detailed in 10 CFR 440, Appendix A. Subgrantees must comply with all requirements specified in 10 CFR Parts 600 and 440, OMB A-87 (if applicable), OMB A-122 (if applicable), and the requirements specified in the DNR General Terms and Conditions for Federal Subgrants, Missouri Weatherization Operational Program Manual's Competitive Procurement Standards.

**D. Additional Funding**

If additional funds are received from the department or other non-DOE fund sources, a subgrantee may allocate up to \$10,000 per unit. If no additional funds are received, the state plan cost limits apply. Program operations money may be used to support mitigation and clean-up activities for WAP eligible homes. No additional administrative funds will be provided for disaster work.

**E. Disaster Expenditures Accountability and Reporting**

Disaster expenditures must be accounted for and reported separately from other costs. The monthly MoWAP reimbursement must show these expenses under "disaster". The costs will be included in the averages.